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Approved For Release 2000/08/16 : CIA-RDP80-01370R000200070005-8

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*RM*  
*Ch*

Chief, Management Staff

10 MAR 1958

Comptroller

**Funding of Forms Requirements**

1. In the performance of your normal management functions, the development or substitution of new or improved forms frequently creates additional fund requirements for which the Office of Logistics has not budgeted. That office provides funds within its Administrative Stock Account for all known forms requirements. Ideally, coordination between that office and your forms control group would result in anticipating some of these new requirements.

2. The funding of new requirements for forms is not usually a problem when only a single office or element is involved—they have been advised that they will bear the costs of all new forms and have included these costs in their budgets. Frequently they can finance these costs from savings attributable to use of the new form. However, when Agency-wide forms are created, it is becoming increasingly difficult to find the funds to cover their initial procurement. While there are frequently demonstrable savings to be effected, it is not always possible to apply those savings to the new costs, particularly when the anticipated savings are intangible or consumed in increased productivity.

3. For these reasons it is suggested that all proposals which may result in sizeable increases of funds required for forms be coordinated with this office. Where the source of these funds is apparent or the funds involved are available, this coordination can be verbal. The Agency budget has now reached the point where such coordination is essential if maximum use of Agency funds is to be obtained.

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E. R. SANDERS

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Attachment

BD/COMP/CNM/SWR/odb (7 March 1958)

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*E.R.S.*  
*will do - of course*

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*12 Mar 58*

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Costs of Commercially Printed Forms

FI 1955 .....	\$ 92,711
FI 1956 .....	197,014
FI 1957 .....	160,775
FI 1958 (Budget) .....	250,000*

The above figures reflect only the cost of commercially procured forms, usually one-time carbon snap-out and specialty forms. They are taken from the expenditures and current estimates for object class 06, Administrative Stock Account, Office of Logistics.

\* Obligations reported as of 31 January 1958 totaled \$62,082.

7 March 1958

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